

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 30, 2008

PERSONNEL LETTER #08-005
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **STUDENT PAYROLL ACTION REQUEST, FORM STD. 457**

The Student Payroll Action Request (SPAR), Form STD. 457 (revision 11/2007) currently contains a "Head of Household" field in Section H1 Federal and State Allowances. "Head of Household" is not an allowable federal filing status within the Employment History System. This field was added to the SPAR form in error and will be removed in the next form revision.

The next revision is not scheduled for several months. In the meantime, please do not accept any SPAR forms where the "Head of Household" field is completed for federal withholding. Return the form to the employee and instruct him/her to complete it without regards to a federal "Head of Household" filing status box.

If you have any questions please contact Jeanna Bowe (916) 322-3899 or jbowe@sco.ca.gov.

DS:JB:PMAB